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△ Defining the Community
Council Role

HAMILTON PARKS AND RECREATION COMMITTEE

DEFINING

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GOVERNMENT DOCUMENTS

THE COMMUNITY COUNCIL ROLE

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Revised 1976

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INTRODUCING THE COUNCIL FORMULA

The Community Council; a forum of concerned citizens who through self initiative and determination meet together to develop effective planning and programs for families and individuals within their community.

This booklet will aid in determining the role of the Community Council and how it might relate to the Parks and Recreation Committee, and the Recreation Department.

" _____ "

Getting started: Initially, the interest for a community group usually starts with a small number of persons concerned about one or two issues.

From here, this steering committee might well test their concerns with neighbours and local friends, to verify that there exists a wider base for the issues, and community involvement.

Perhaps the next step will be to instigate a general meeting, to familiarize all members of the community with the steering committees plans. From here a working plan and even constitution may be adopted.

Solutions to issues are usually attainable if careful but deliberated plan of action formulated and carried out. It involves getting the problems and recommendations to the right persons, and a community committment.

Keeping Going: This is usually the toughest part. Short-lived councils can usually trace the following as the cause of failure.

1. Resolving of initial issue and thus complacency.
2. Lack of wide-based committee involvement i.e. One man person (woman) shows
3. Breakdown of Communications of various levels.
4. Resentment over lack of action or concerns.

Other examples can be listed but, as each council always has its own personality, preferences and idiosyncrasies, it is best to keep on track individually with evaluations regularly on progress and growth.

The Recreation Department is willing to be involved all the way through and offer assistance or keeping the council alive and the community vivacious.

"STANDARDS & METHODS" OF OPERATION FOR COMMUNITY COUNCILS

Forward

"The Community Council is the device widely used in the neighbourhoods of our large cities, as well as the more self-contained small communities, to secure this better life. Such a Council, representing all the elements and interests of the Community, is democracy at work in the place where you live, rear and educate your children, share life with your friends and neighbours, go to church, find happiness or sorrow."

A. Consitution:

In order to achieve recognition as an "approved Community Council", each Community Council will be required to formally adopt a Constitution which will embody the following: -

Article 1 This organization shall be known as the
Community Council.

Article 11 Aims & Objects

(a) The Aims & Objects of this Organization shall be:

1. To promote recreation activities within the geographic area of the community council with the objective of encouraging participation by the greatest number of residents of the area and in all age groupings.
2. To co-operate with existing groups interested in recreation in this area so that a well-co-ordinated program of activities will result.
3. To encourage the best use of present recreational facilities.

(b) The Council shall be Non-Denominational.

(c) The Council shall be Non-Partisan, Non-Political.

Article 111 Membership

(a) Membership in the Community Council shall be open to any resident in the geographic area of the Community Council.

(b) The membership fee shall be on an annual basis.

(c) The membership shall be open to:

- (a) Families (b) Individuals, 18 years and over

(d) Members of a Community Council shall be identified by a membership card supplied by said Community Council.

(e) The membership in any approved Community Council is required to be 100 individuals and numbered family members.

Article IV - Board of Directors

All necessary administration of the business affairs and general supervision of activities of the Community Council shall be conducted by a Board of Directors. Should a member of the Board of Directors find it impossible to complete his term of office, the Board of Directors shall appoint a replacement to act until the next annual meeting.

Article V - Officers

- (a) Officers shall consist of a President, one or more Vice-Presidents, a Secretary, and a Treasurer.
- (b) The President shall be a paid-up member and shall be elected by the membership at the annual meeting to hold office for one year, and shall serve as chairman of the Board of Directors. The other officers shall be appointed by the Board of Directors from among their own number.
- (c) The President may be re-elected but may not serve more than three consecutive terms.
- (d) Only one member of a family membership may hold office at the same time on the Board of Directors (this does not include a chairman on any committee)
- (e) Term of office will commence immediately following the annual meeting for the term elected.

Article VI Meetings

- (a) The.....Community Council shall hold an annual meeting of all members. Elections are to take place at this meeting and reports of officers and committee chairmen shall be made at this time. All members shall be notified (in writing) at least 7 days prior to this meeting.
- (b) The official year for a Community Council will be the calendar year. The first meeting of the year should be held in January.
- (c) The Board of Directors shall meet monthly except during July and August.

Article VII Organizational Committee

The Board of Directors shall have the power to appoint committees to conduct business or activities on their behalf. One of these committees shall be a Nominating Committee. This committee shall be appointed at least one month prior to the annual meeting.

Article VIII Voting

- (a) At any annual or general meeting of the Membership a family membership shall entitle 2 adult members of the family to vote. An individual membership shall entitle the holder to one vote.
- (b) Election of the President and Board of Directors shall be by ballot and by a majority vote of those present.
- (c) A quorum for meetings of the Board of Directors shall consist of 60% of the Directors

Article IX Duties of Officers

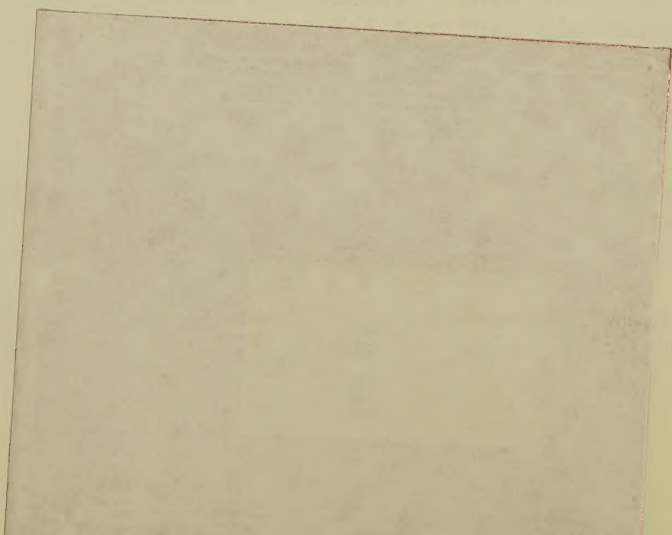
President: The President shall preside at all meetings of the Council and the Board of Directors. The President shall see that the Constitution is adhered to and that the Board takes the required action to fill all offices and appoint all committees. The President shall be ex-official, a member of all committees.

Vice-President: One of the Vice-Presidents shall perform the duties of the President on request or in the case of the absence of that Officer. These Officers shall perform such other duties as designated by the President.

Recording Secretary:

- (a) The Recording Secretary shall keep a complete record of all business transacted by the Council in a book provided for that purpose.
- (b) Attend to and receive all communications on behalf of the Council, with the exception of financial matters dealt with by the Treasurer.
- (c) Perform such duties as may be required by this Office or as instructed by the Board of Directors.
- (d) The Recording Secretary shall maintain an up-to-date roll of all paid-up members.
- (e) When relinquishing office, all minute books, files, records, etc. shall be turned over promptly to his successor.

Auditors: Three (3) Auditors shall be elected by the Council at the Annual Meeting. Two of these auditors shall examine all books pertaining to all activities within the Council as well as the Council books and report to the Council on the state of the Treasurer's books at least one each year or whenever called on to do so by the President. Additional members may be appointed to the Audit Committee by the Audit Chairman with the approval of the Board of Directors.



Treasurer:

- (a) The Treasurer shall receive all monies for the Council and shall issue receipts for same.
- (b) Deposit all monies in an authorized bank and in the name of the council.
- (c) Pay all duly authorized accounts of the Council by cheque only, such cheques to be signed by two of the following: - The Treasurer; The President; Vice President; and Recording-Secretary. (One of these signatures must be that of the President or Treasurer).
- (d) Keep a correct account of all receipts and expenditures.
- (e) Send out and deal with correspondence pertaining to finance.
- (f) Make a report to the Board of Directors at their request and a report at each annual meeting.
- (g) Shall be furnished with a complete list of all Council Members.
- (h) When relinquishing office, all books, records, files, funds etc shall be turned over promptly to his successor.

Article X Amendments

Notice of any amendment to the Constitution must be in writing and given to the Board of Directors one month prior to the annual meeting and be passed by a 2/3 vote of those present at the annual meeting. The notice calling the annual meeting shall refer to any proposed amendment.

By-Laws

- (1) Finances: The Council may accept donations for the USE of the organization, providing said DONATIONS do not interfere with the aims and objects of the organization.
- (2) Board of Directors: The Board of Directors shall have the power to deal with any necessary business that may arise between meetings of the council.
- (3) Elected Representatives: Elected representatives to the City Council, the Board of Education, the Ontario Legislature, the Federal Parliament, or employees of the Hamilton Recreation Department may not hold office or be elected to the Board of Directors of a Community Council.

B. Evaluation

Each approved Community Council may have an annual evaluation of its structure, operation and program by a member of the Hamilton Parks and Recreation Committee or employee of the Hamilton Recreation Department. This evaluation will be done co-operatively and opportunity will be provided for full discussion of the results wherever desired.

C. Program

- 1. Community Councils should continuously strive to promote program which will involve all who wish to participate, having in mind the desirability of opportunity for the less skilled as opposed to the development of "champions".
- 2. Having in mind that "participation" is the important objective of recreation activities in which the individuals take part should be encouraged.

D. Finances

1. As far as possible, Community Councils should endeavour to operate within the funds available from membership.
2. Money raising activities shall be restricted to those of a legally approved nature. The Community Councils which are in doubt as to the legality of any activity should consult the Police Department.

INTER-COUNCILS RELATIONSHIPS1 (a) Hamilton Executive Committee of Community Councils Constitution:

1. NAME This organization shall be Known as the Hamilton Executive Committee of Community Councils.
2. AIMS & OBJECTS The aims and objects of this Association shall be:
 1. To act as an executive body to all accepted Community Councils.
 2. To co-operate with existing groups interested in recreation in this area to achieve a well co-ordinated program of activities.
 3. To furnish an opportunity for discussion of mutual problems and interests.
 4. To resolve any problems arising in Community Councils that cannot be settled internally.
 5. To be non-denominational, non-partisan, and non-political.
3. MEMBERSHIP The membership of this Association shall be comprised of:
 1. Two (2) representatives of each Community Council, one being the President.
 2. Chairmen of all committees authorized by this Association.
 3. A member of this Association may represent only one Community Council.
 4. The voting and non-voting representatives shall be named to the Secretary of the Association at each meeting before participating in the said meeting.
4. VOTING The following members only shall be eligible to vote.
 1. One representative of each Community Council.
 2. the Chairman of each duly authorized committee.
 3. The Officers of this Committee.
5. ELECTIONS
 1. Elections shall be held on the second Monday of January.
 2. Election shall be by secret ballot.
 3. Nominations shall be made from the floor on the night of the election.
 4. Three (3) persons not directly connected with this Association shall be invited to conduct the elections.
 5. The (3) officers (see Article 4) of the Association shall be elected at this time.
 6. Three (3) representatives to the Hamilton Recreation Council shall also be elected.
 7. The officers of the Association shall not be eligible for election as a representative to the Hamilton Recreation Council.

6. OFFICERS

1. The officers of the Hamilton Executive of Community Councils shall be:
 - (a) Chairman
 - (b) Vice-Chairman
 - (c) Secretary
 - (d) Assistant Secretary (corresponding)

7. TENURE OF OFFICE

1. The elected term of office shall be one year.
2. Officers to take office for the first regular meeting of the year.
3. No member is to hold office more than two consecutive years.
4. No member will hold more than One Office at one time.

8. COMMITTEES

1. The Association shall have the power to appoint any and all committees it may deem expeditious to the co-ordination of the activities of the Community Councils.

9. MEETINGS

1. The Hamilton Executive of Community Councils shall meet regularly.
2. Emergency meetings shall be at the call of the "Chair" through the Secretary.
3. October shall be the annual meeting.
4. Meetings to be held at City Hall.
5. Meetings to be called for 8:00 p.m. with adjournment by 10:30 p.m.

10. QUORUM

1. A quorum shall consist of $\frac{1}{2}$ representation by Council Members.*

11. AMENDMENTS

1. Notice of any amendment to this constitution must be made in writing to the Secretary of the Hamilton Executive of Community Councils, at least fifteen (15) days prior to the Annual Meeting.
2. Amendments to this constitution must be passed by a two-third ($\frac{2}{3}$) majority of those present.

12. BY-LAWS

1. The executive officers of this Association shall have the power to deal with all necessary business that may arise between regular meetings.
2. Elected representatives to the City Council, Board of Education, Ontario Legislature or Federal Parliament, or members of the Recreation Department, and Clergy, may not hold any office in the Hamilton Executive of Community Councils.
3. All members shall be eligible for election to any office of the Hamilton Executive of Community Councils.
4. Any person shall be allowed to sepeak only once to any motion except the "Mover" who shall also close the debate.

BY-LAWS

5. Any motion which has been voted upon may not be raised again during the same meeting.
6. The minutes of the previous meeting of the Hamilton Recreation Council shall be read at each meeting of this Association.
7. A copy of the minutes of each meeting of this Association shall be sent to the Hamilton Recreation Committee and the Hamilton Recreation Department.
8. A copy of the minutes of each meeting of this Association shall be sent to all Community Council representatives and Executive Committee members.
9. A round-table discussion shall take place at each meeting.
10. Problems arising within Community Councils that cannot be settled internally must be submitted in writing to the Secretary of the Hamilton Community Councils at least ten (10) days prior to any regular meeting and representatives of the said Councils shall be present at the meeting to make presentation.
11. The minutes of the H.E.C.C. shall be kept in a bound book.
12. The position outlined in Article 5, Section 6, if failing to attend 3 consecutive meeting of either the Hamilton Executive of Community Councils or the Hamilton Recreation Council, the position becomes automatically vacant and a new appointment made.

2. (b) Community Councils

When it is evident to the Hamilton Recreation Department that there is a need for a meeting of a Community Council and no meeting has been called according to Article VI (a & b), then the Hamilton Recreation Department shall have authority to call such a meeting to determine the wishes of the members.

A Community Council may not make any public statement in the name of the Hamilton Recreation Department or the Hamilton Parks & Recreation Committee.

SERVICES PROVIDED TO APPROVED COMMUNITY COUNCILS AND CITY COMMITTEES THROUGH THE HAMILTON RECREATION DEPARTMENT, UPON APPROVAL BY THE PARKS AND RECREATION COMMITTEE

1. (a) Financial Grant:

The Hamilton Parks and Recreation Committee may make an annual grant to each approved Community Council subject to confirmation by the City Council.

An annual financial statement and program report for the previous year must be forwarded to the Hamilton Recreation Department by each approved Community Council.

(b) Facilities:

(1) Schools All schools made available to the Hamilton Parks and Recreation Committee by the Board of Education are considered to be at the disposal of the Hamilton Recreation Department subject to any regulations the Hamilton Parks and Recreation Committee sees fit to impose. The Hamilton Recreation Committee may if funds available, subsidize the cost of these facilities.

(2) Outdoor Playing Facilities: Free use of such facilities as allocated to the Hamilton Recreation Committee by the Parks Board, the School Boards, etc.

(c) Athletic Equipment

The loan of softball equipment, basketball equipment, etc. as provided for in the annual budget - deposit \$5.00

(d) Clerical Services: (subject to limitations of staff time and priorities, etc.)

1. Stencilling and mimeographing of meeting notices, minutes of meeting, notices of future activities, etc.
2. Arranging for school rentals, keeping monthly summaries of school rentals.

(e) Advisory Services: (Through the District Recreation Supervisor)

1. Advisory services for every aspect of operation.
2. Assistance in recruiting volunteers for various Community Council activities.
3. Assistance with organization and function of committees.
4. Maintain information service re activities of other councils and municipalities and Provincial Government.
5. Interpret policy and regulations of Hamilton Recreation Council.

(f) Miscellaneous Services:

This would include within very restricted limits, such services as trucking, publicity (photographs, radio and newspaper, etc.) and such special services as requested by individuals in personal interviews, phone calls, etc.

STAFF RELATIONSHIPS

- (a) In order that the services of the Hamilton Parks and Recreation Committee and the Recreation Department may be as effective as possible and related to needs, staff from the Hamilton Recreation Department will attend meetings of the Community Councils and their Board of Directors upon request.
- (b) Staff members of the Hamilton Recreation Department are responsible only to the Recreation Sub-Committee and the Hamilton Parks and Recreation Committee.

REFERRAL SERVICES

Often the work of a Community Council will involve endeavours which will require input from other Departments or levels of Government. The Recreation Department is usually abreast of the mandates of these outlets and can offer precise information on who to call and where to inquire.

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